



small steps nurturing center

Campus Support Specialist - Gulfton

Department: Program (Non-teaching)

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: Campus Director - Gulfton

Amount of Travel Required: None

Positions Supervised: None

Work Schedule:

7:30 am – 4:15 pm (45 minutes for lunch) Monday through Friday

To apply for this role please send resume to [hiring@ssnc.org](mailto: hiring@ssnc.org)

MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

POSITION SUMMARY

Provides administrative and program support to Campus Director; coordinates and oversees Gulfton volunteers; and maintains student records in FACTS.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Admissions Coordination

- Disseminates pertinent information, advises and interacts with families regarding the admission process
- Reviews, maintains, and processes student information in the FACTS tracking system
- Updates tracking status for each current and prospective student
- Provides reports to Campus Director on status of the applicant pool (number of applicants, declines, wait-list)

Administrative & Program Support

- Assists with coordinating professional development training and materials required during in-service and ongoing monthly trainings
- Assists Campus Director (CD) with special projects and proofing/translating outgoing communications
- Works with CD to ensure licensing and accreditation standards are met
- Coordinates, sorts, and distributes in-kind donations
- Answers phones and greets and directs visitors when Gulfton receptionist is away from her desk (daily at lunchtime and other times as needed)
- Assists with student arrival and dismissal, as needed
- Serves as liaison to IT consultant; troubleshoots IT matters for school employees
- All other duties as assigned by Campus Director or Director of Programs

Information Management

- Enters and maintains school calendar information in FACTS
- Coordinates communications in FACTS, including emails, texts, and letters sent to school parents

Volunteer Program

- Works with the Community Outreach Manager (COM) and CD to strategically plan the Gulfton campus volunteer program
- Implements and enforces Small Steps' volunteer policies to ensure the safety of Small Steps students, including processing background checks and overseeing and monitoring interactions between volunteers and students
- Leads tours for interested volunteers and volunteer groups, as needed
- Assists COM with planning, organizing, & leading volunteer/buddy trainings with SET Team

- Develops volunteer placements, in collaboration with the COM and CD, and leads and monitors the volunteer activities for individuals and volunteer groups
- Facilitates the relationship between Small Steps and individual volunteers and volunteer groups
- Prepares schedule for and maintains regular communication with volunteer buddies and summer volunteers
- Maintains Gulfton volunteer information
- Electronically tracks volunteer hours to submit to COM
- Monitor volunteer budget

Program Special Events:

- In collaboration with COM, coordinates and oversees volunteers for numerous Small Steps special events for students and families
- Coordinates and oversees a Christmas gift sponsorship program for more than 75 children and their families

POSITION QUALIFICATIONS

Competency Statement(s)

- Highly Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Responsible - Ability to be held accountable or answerable for one’s conduct.
- Reliability - The trait of being dependable and trustworthy.
- Loyal - The trait of feeling a duty to the employer.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Accuracy - Ability to perform work accurately and thoroughly.
- Accountability - Ability to accept responsibility and account for his/her actions.

SKILLS & ABILITIES

Education:

Bachelor's Degree (four-year college or technical school) Preferred

Experience:

2+ years of administrative experience

Computer Skills:

Proficiency with Microsoft Office
 Experience with RenWeb/FACTS, or other student database preferred
 Technical problem-solving skills

Other Requirements:

Courteous, professional manner to interact with Small Steps students, families, volunteers, staff members, and other visitors. Bilingual in English and Spanish Required

PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O	Lift/Carry	
Walk	F	10 lbs or less	O
Sit	F	11-20 lbs	O
Reach Outward	O		
Reach Above Shoulder	O	Push/Pull	
Speak	F	12 lbs or less	O
		13-25 lbs	O

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.